



**KING COUNTY**  
**TRUANCY PROGRAM ASSISTANT**  
**(ADMINISTRATIVE SPECIALIST III)**  
**KING COUNTY SUPERIOR COURT**  
**Job Announcement No.: 03-3726-SC**  
**Range 36: Hourly Rate Range \$16.74 - \$21.23**  
**Open: 9/10/03 Close: 9/24/03**

**WHO MAY APPLY:** This position is open only to King County employees.

**WHERE TO APPLY:** Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-213, King County Courthouse, or Room 2D, Regional Justice Center in Kent. You may also download the Superior Court application form at <http://www.metrokc.gov/kcsc/app.htm>

**WORK LOCATION:** King County Superior Court Juvenile Court Services located at 1211 E. Alder, Seattle, WA 98122.

**WORK SCHEDULE AND TERMS:** Monday through Friday, 8:30 a.m. to 4:30 p.m. **This is a grant-funded position and duration of this position is contingent on continued funding.**

**PRIMARY JOB FUNCTIONS:** The incumbent will provide administrative support to the Truancy Program in Juvenile Court Services. Responsibilities include: creating and maintaining county-wide database for truancy information that includes sensitive and confidential information; maintaining a comprehensive schedule that includes school vacations, court calendars, regular meetings, workshops and site visits; producing and distributing progress report reminders for school districts with active truancy petitions; attending workshops scheduled throughout the school year and summer; and keeping tracks of reporting timelines for Federal and State Truancy Reduction grants. Additional responsibilities include representing the court in the community, answering questions about court and workshop process in a tense and charged atmosphere, and assisting contract facilitators as needed. The incumbent will perform other related tasks as directed.

**QUALIFICATIONS:** A high school diploma or GED and four years' experience in court, legal, office or social service program procedures and processes, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Knowledge of Washington State truancy laws, school procedures, and truancy court is preferred. Successful applicants must have demonstrated experience and skills in computer software applications, expert level MS WORD and database creation in Excel.